pennsylvania
OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING

Family Center and Family Support Grant Overview/Orientation

July 18th, 2022 , 11am to 1pm

Introductions

Please write in the chat:

- Organization
- EBHV and Enhancements being implemented if Applicable
- What are you looking forward to?

Getting Around in Zoom

Your microphone and camera will be turned off for the webinar.

Open the chatbox to ask the speaker questions.

Place your name and agency into the chat.

Click on the Caption icon to view captioning.

For the best webinar experience

- Audio and video quality are dependent on your internet service. Make sure you have a stable connection.
- Use Speaker View while watching the webinar.

More Housekeeping

- Check out the Pennsylvania Home Visiting homepage at http://www.pa-home-visiting.org/

- ***This training will be recorded. By remaining on the webinar, you are consenting to be recorded. If you do not wish to be recorded, you must log off now.***

Agenda

- Background
- Procedures
  - General
  - Reporting
  - Modifications
  - Support
- Questions

Background

Introductions

OCDEL Staff

- Andrew Dietz, Family Support Program Manager
- Greg Swartzlander, Family Support Program Specialist
- Matt Firestone, Family Support Program Analyst
- James Redd, Fiscal Specialist

EITA Family Support Consultants

- Ashley Ankeny
- Heather Powell
- Ilecia Voughs

PA Key

- Jim Powell, Fiscal Specialist

Introductions

- **OCDEL**
  - Christina Harris, Early Childhood Lead for Early Childhood Comprehensive Systems (ECCS)
    - c-chrishar@pa.gov
  - Sadia Batool, Family Lead for Early Childhood Comprehensive Systems (ECCS)
    - c-sabatool@pa.gov

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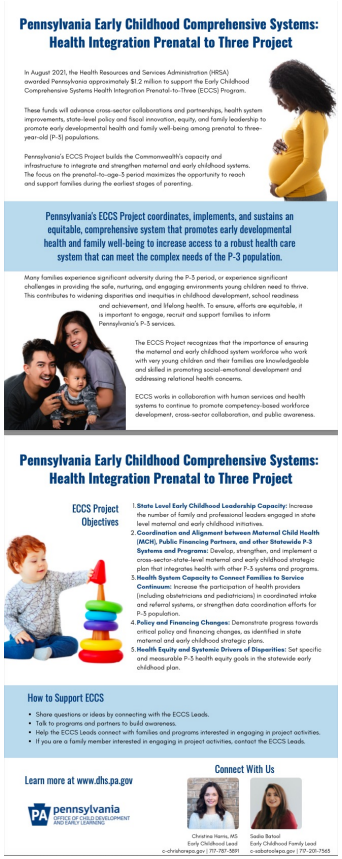
Pennsylvania's Early Childhood Comprehensive Systems (ECCS) Health Integration Prenatal to Three (P-3) Project

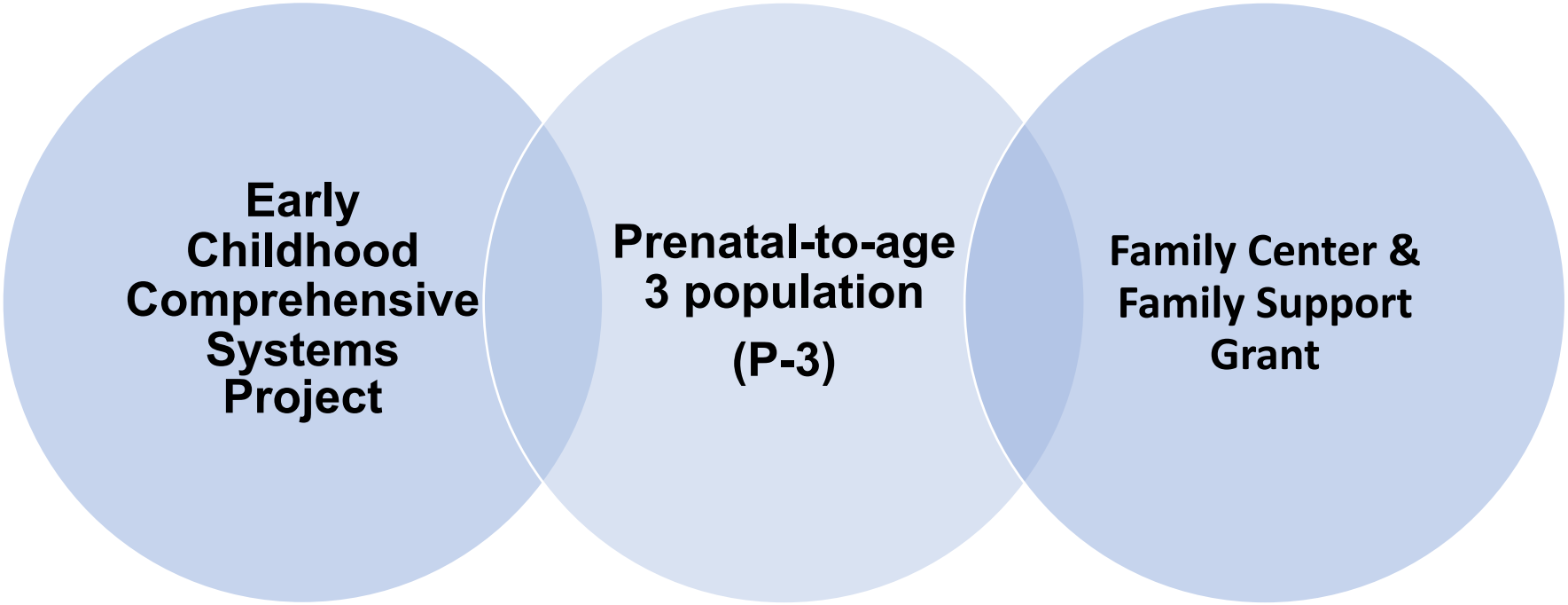
The purpose of PA's ECCS Project is to coordinate, implement and sustain an equitable, comprehensive, system that promotes early developmental health and family well-being in order to increase access to a robust health care system that is able to meet the complex needs of the P-3 population.



ECCS Project Goals

Family Leadership

- Develop and implement strategies to improve the engagement of families in project activities and promote family leadership across the early childhood and maternal health system
- Ensure that best practices and innovation through the health system and early childhood systems have meaningful and equitable family participation
- Advance leadership development opportunities for family partners who are representative of the diversity of populations being served.
- Coordinate with existing state and community family leadership, support and training initiatives.


Early Childhood Comprehensive Systems Project
Prenatal-to-age 3 population (P-3)
Family Center & Family Support Grant

Next Steps for ECCS

- System Assets and Gap Analysis
- Maternal and Early Childhood Strategic Plan
- Connection with families

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Grant Award Breakdowns

Funding

Family Support Grant Awards Funding

- State – Family Support (Includes all prior EBHV state funding (non-Family Center non OCDEL Nurse- Family Partnership))

- State – OCDEL Nurse- Family Partnership

- Federal – Maternal, Infant, and Early Childhood Home Visiting (MIECHV)

- Federal – Community Based Child Abuse Prevention (CBCAP)

- Federal – Community Based Child Abuse Prevention American Rescue Plan (CBCAP ARP)

- Federal – Promoting Safe and Stable Families (PSSF)

Family Center Grant Awards Funding

- State – Family Center funding (FC)

- Federal – Promoting Safe and Stable Families (PSSF)

Grant Requirements

Family Support Grant Requirements

- The grant requirements are available at: http://www.pa-home-visiting.org/providers/family-support-grant-agreements/.
- Please note this does not include all Riders that are included in the actual signed Grant Agreement, this is only provided as a reference if needed.
- This is not or it intended to be an official fully signed agreement.

Family Center Grant Requirements

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Federal Funding Info

Maternal, Infant and Early Childhood Home Visiting (MIECHV)

- https://mchb.hrsa.gov/programs-impact/programs/home-visiting/maternal-infant-early-childhood-home-visiting-miechv-program

Community Based Child Abuse Prevention (CBCAP)

- https://friendsnrc.org/cbcap/what-is-cbcap/

Promoting Safe and Stable Families (PSSF)

- https://www.acf.hhs.gov/cb/grant-funding/promoting-safe-and-stable-families-title-iv-b-subpart-2-social-security-act

Expectations & Implementation

Grantee Expectations

- Goals and Outcomes
- RFA or Family Center Work Statement Clarifications
- Accountability
- Support

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Grant Period

July 1 – June 30

- 1st Quarter – July to September
- 2nd Quarter – October to December
- 3rd Quarter – January to March
- 4th Quarter – April to June

- Please note that all grants are subject to the availability of both state and federal funding for each year of the grant award.

Renewal Process

- Renewal package sent prior to start of grant year two and three and potentially optional years four and five:
  - Renewal Signature Form
  - Updated Work Statement
  - Program and/or Budget Revision Request, if applicable
- Any unused funds and interest monies must be returned to OCDEL at end of each grant year

Payment Provisions

Issued on monthly basis

- 1 advanced installment payment of 1/12th of the Annual Amount July through May.

Last Month

- 1/12th in June after receipt of the final expenditure report

Quarterly Expenditure Reports

- Completed at the end of each Quarter align expenses with allocated funding.

Reporting

Reporting Requirements

- Use of the OCDEL Family Support and Home Visiting Database
  - Credentials for Staff
- Reporting Forms and Family Support Data System Guide:
  - http://www.pa-home-visiting.org/data-system-guide/
- Fiscal Guide:
  - http://www.pa-home-visiting.org/fiscal-guide/
- Due Dates

Reports in the Data System

- Demographic Data
  - For existing families - adding a funding source/program
- Enrollment Reports
- Performance Measures
- Bimonthly Staffing FTE Report – (Every other month)
- Quarterly Program Narrative Reports
- Expenditure Report

Reports NOT currently in the Data System

- Program Improvement Plan*
- Staff Vacancy Report*
- Targeted TA and Corrective Action Reporting*
- Family Support Program Monitoring Tool (not yet available)*
- Continuous Quality Improvement (CQI) Reporting
  - Team Plan
  - PDSA Worksheet with Summary when PDA Cycle is completed (at bottom).
  - Available here: http://www.pa-home-visiting.org/cqi-guide/

Continuous Quality Improvement

What is CQI?

- A systematic approach to specifying the processes and outcomes of a program or set of practices through regular data collection and the application of change strategies that may lead to improvements in performance.

Why is CQI Important?

- Increased adaptability, Increased productivity, Improved morale, Helps us work on complex problems; and Work through the messiness of life.

Reports

- CQI PDSA – Monthly – 18th of each month
- CQI Team Plan – Yearly – By July or the beginning of a Project (Delayed for Year 1 of the awards)
- CQI Summary Report – When Completed (On PDSA Form)

Webinar Series and Guide

- http://www.pa-home-visiting.org/cqi-guide/

How Data is Used

- State Data Analysis
  - Readily available statewide data
  - Required federal and state reporting
- Agency Data Analysis
  - Comparison to Statewide results
- Advocacy for Family Support in PA
  - Sharing of data externally
  - Pennsylvania Partnerships for Children: Childhood Begins at Home

Family Support Data Orientation & Overview Webinar

Please save and share the following date with the person(s) responsible for data reporting at your agency:

- **Wednesday, August 3rd, 2022 – 10am to 12pm**
- An email will be sent to all primary contacts to share with their data staff or staff that will be entering the data.
- No registration is required.
- The session will be recorded if unable to attend.

Modifications

Modifications to Grants

- Improvement plans
- Revisions
- Relinquishing the grant

Improvement Plan

- Persistent challenges
- Complete an Improvement Plan
  - Goals
  - Action steps
  - Monitoring

Program Revisions

- An increase or decrease of the population to be served
  - Can be completed through the data system
- A major change in the originally-approved design of the program which alters the program's objectives
- A change in the entity responsible for administering the grant agreement
- A redefinition of the population to be served
- A change in a subcontractor
- A change in curriculum or model(s) used that does not alter the program's objectives or deviate from a model program's requirements.
  - EBHV Models must be on the HomVEE list.

Revision Requests

- Revisions require prior approval
  - Number of Funded family slots or goal numbers for EBHV & Non EBHV programs can be revised using the data system for counties currently served, adding an additional county requires prior approval.
- Must be signed by both a fiscal and program representative *IF* there is an impact on the budget
- Must include justification and documentation
- Submit at least 30 days before the end of the grant year.

Budget Revision Policy

- Completed in the Database
- Reallocating funds **between major categories** totaling **more than 10%** of the **category total**
- A line is **added or deleted**
- The total award amount may not increase unless indicated by OCDEL.

Relinquishing the Grant

- Discuss the situation with the Family Support Consultant
- Letter stating intent

Fiscal Orientation & Overview Webinar

Please save and share the following date with the person(s) responsible for fiscal reporting at your agency:

- **Tuesday, August 2nd, 2022 – 1pm to 3pm**
- An email will be sent to all primary contacts to share with their fiscal staff.
- No registration is required.
- The session will be recorded if unable to attend.

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Heather Powell
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Ilecia Voughs
ivoughs@pattan.net

Technical Assistance Staff

Family Support Consultants

Technical Assistance

- Communications
- Regularly Scheduled Calls
- Site Visits
- Ongoing Support as Needed

Communications

- **Written Communications:** May come from anyone within OCDEL, Early Intervention Technical Assistance (EITA) or the PaKey, please ensure that the domains @pa.gov, @pattan.net, and @pakeys.org are approved via your email software.

- **Family Support Data System Update Communications:** Will always be sent from the Family Support Team RA Account, please add RA-PWPAHOMEVISITING@pa.gov to you address books.

- **Phone Calls/Virtual Meetings**: Family Support Consultants will conduct phone calls or virtual meetings with their assigned Family Support Programs based on a tiered monitoring system.

Communications

- **CQI Calls/Virtual Meetings:** All CQI Teams and agencies are entitled to coaching calls to assist them with writing and implementing their PDSA cycles as needed. These calls may be scheduled by emailing a request to the Family Support Program Specialist at OCDEL.

- **PA Early Ed News:** Sponsored by OCDEL, the PA Early Ed News is a monthly e-newsletter to inform early learning professionals, the early childhood community, school district staff, policymakers, community leaders and the public on developments in early childhood education and care in Pennsylvania. The newsletter is free and open to anyone. https://www.pakeys.org/getting-started/about-us/newsletter-signup/

Communications

- **Family Support Consultant:** Your designated Family Support Consultant Is always the first person to contact with any grant related questions. They will forward the email on to the appropriate person(s).

- **Family Support Data System RA Account:** You may contact this email with data system related questions. Please always Cc your Family Support Consultant when contacting. RA-PWPAHOMEVISITING@pa.gov

Professional Development

- In Person Grantee Meeting
  - November 14th and 15th – Hershey, PA
  - Please save these dates more information to follow.
- Family Support Advisory Committee (formerly Stakeholder Committee)
  - More information on next slide
- Family Support Leadership Bi-Monthly Meetings
  - Starting September 16th, 2022 – 9am to 11am
  - Every 3rd Friday from 9am to 11am.
- Webinars, Emails and Communications
- Occasional Courses on Family Support Topics

Family Support Advisory Committee

- There are currently approximately fifty-five representatives .
- The purpose of the Committee is to advise OCDEL
- The committee continues to work towards its previously developed vision statement:
  - “A statewide system of high-quality home visitation services that will, in partnership with families and communities, strengthen, support, and promote maternal and early childhood health, safety, development and education.”
- Upcoming Member Application

- Family Support Consultants will contact each grantee
  - Clarifications on the RFA or Work Statement if applicable
  - Schedule first calls
  - Schedule CQI Calls after initial calls

Strengthening Families™ Protective Factors

- Parental Resilience
- Social Connections
- Knowledge of Parenting and Child Development
- Concrete Support in Times of Need
- Social and Emotional Competence of Children

Center for the Study of Social Policy, https://www.cssp.org/young-children-their-families/strengtheningfamilies

Small Group Discussion

- Choose a recorder.
- In small groups, please discuss:
  - How does your organization incorporate the Strengthening Families™ approach in working with families?
  - How will the program you intend to implement with the grant enhance this integration?
- Report out:
  - What is one thing you found in common about approaches to SFPF?

Opportunity

Infant Mental Health Foundations Course 2022/2023

The University of Pittsburgh IMH Foundations course is 15 module, 45-hour, self-paced learning opportunity.

This online course, Foundations of Infant Mental Health, will be available from September 2022 through July 2023.

Kick off Webinar to be held on September 22, 2022- selected applicants will learn about the course, learning platform and learning circles.

Virtual Learning Circles will be held through July 2023 and are optional for those enrolled in the course. The Learning Circles will be facilitated by EITA staff to provide an opportunity for professionals to discuss course content, share ideas, resources, and application of knowledge to their work.

Questions/Discussion

Contacts

- Andrew Dietz, anddietz@pa.gov
- Greg Swartzlander, gswartzlan@pa.gov
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- Database Email, ra-pwpahomevisiting@pa.gov
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